

LOWER PAXTON TOWNSHIP
BOARD OF SUPERVISORS

Minutes of Administrative Workshop Meeting held April 12, 2005

An administrative workshop meeting of the Board of Supervisors of Lower Paxton Township was called to order at 5:50 p.m. by Chairman William B. Hawk on the above date in the Lower Paxton Township Municipal Center, 425 Prince Street, Harrisburg, Pennsylvania.

Supervisors present in addition to Mr. Hawk were William C. Seeds, Sr., William L. Hornung, David B. Blain, and Gary A. Crissman.

Also in attendance were George Wolfe, Township Manager; and Steve Stine, Township Solicitor.

Pledge of Allegiance

Mr. Seeds led those present in the recitation of the Pledge of Allegiance.

Public Comment

There was no public comment.

Continued discussion regarding vision, mission, and core values statements for the Township's municipal government

Mr. Wolfe noted that he prepared the draft vision, mission, and core values statements based upon the combined efforts to date. He noted that he included the definitions used to base the vision and mission statements. He explained that a vision statement expresses desired outcome in a way that builds commitment, where as a mission statement is a declaration, expressing purpose, that are known by every member of the organizations, our reason for being.

Mr. Wolfe noted that Mr. Hornung's belief is that a mission statement should be a simple phrase. It was noted in prior discussions that there was no opposition to this.

Mr. Hornung noted that Mr. Wolfe suggested creating a slogan that would be short, allowing the vision and mission statements to be more wordy. He suggested that the slogan

would only be about five words, very condensed and easy to remember. He noted that his slogan for his store is, “to be the cornerstone of the community.” He explained that the slogan is very broad, but understandable for his employees. He suggested that it is easier to learn a slogan, than a mission or vision statement. He stated that it explains to the employees their purpose for working at his store. He even suggested that his employees work more conscientiously now because of the slogan. He noted that his employees are there to please and serve the customer.

Mr. Wolfe suggested that slogans can be a very meaningful phrase. He stated that the best governmental slogan that he could remember was, “You’ve got a friend in Pennsylvania.” He noted that it had multiple meanings, and it said a lot in a few words.

Mr. Wolfe noted that he prepared some examples of possible slogans that could be built upon.

- Local government working for a better community.
- Making local government work for you.
- Changing our community for good.
- Living is better in Lower Paxton Township.
- A leader among local governments.
- The gateway to a better future.
- The pride of Central Pennsylvania.
- Good government for great people.

Mr. Wolfe noted that a slogan could be branded on the letterhead, vehicles, and on a plaque in the entry areas of township buildings. He noted that the Township Sewer Authority, years ago, had a slogan that read, “Planned and Zoned for Development.” He suggested that it was a bad slogan, but the marketing idea was good. He suggested that if the Supervisors could create the right slogan that epitomizes the mission and vision statements, then much could be done from an advertising standpoint. He noted that employees would know what we are all about.

Mr. Hornung suggested that, “A great place to call home” would be an example of a possible slogan. He noted that the Supervisors would want people to say that Lower Paxton Township is a great place to live.

Mr. Hawk noted that he liked the slogan, “Good government for great people.” Mr. Hornung noted that he liked it as well.

Mr. Wolfe noted that he considered, “Living is better in Lower Paxton,” but suggested that it only considers the residential aspect of the Township, and not the commercial. He stated that the slogan should be all encompassing. Mr. Wolfe noted that it is a good idea to have a slogan, or branding statement, as it would put the vision and mission statements into perspective.

Mr. Hawk noted that it would be a good idea to put the slogan on letterhead, and employees will be able to remember it. Mr. Wolfe noted that some of the suggested slogans may make the neighboring governments jealous and cause problems. Mr. Hawk suggested that the Township is well-run, and the Board works well with each other. He noted that he would not want to offend other townships. Mr. Hornung noted that he was surprised how some local governments treat their constituents. He noted that the public must be treated fairly and with respect.

Mr. Seeds noted that he used the phrase, “working for you” on his campaign signs, because that is what the supervisors do everyday. Mr. Hornung suggested using “working for a better community.”

Mr. Wolfe noted that the Board does not have to make a decision on this tonight. He stated that Board members may come up with other suggestions. He suggested revisiting the vision statement at this time. He noted that he has created a draft vision statement which reads as follows: “An open, vibrant, and progressive municipality working within the bounds of available resources, providing the best quality of life for a growing community to be a recognized leader in central Pennsylvania.”

Mr. Wolfe noted that the Township wants to be known as the best, who provides a high quality of life, and the best services with the available resources.

Mr. Seeds questioned what is meant by the word, “open.” Mr. Wolfe answered that it is open to everyone; the Township does not hide anything. Mr. Seeds questioned what was meant by the word, “vibrant.” Mr. Wolfe answered that it is an active community, a place where things are going on.

Mr. Wolfe suggested that “in the bounds” could be removed from the statement, and re-word it to say, “working with available resources.” Mr. Seeds noted that available resources could mean that the taxes could be set sky-high. Mr. Wolfe noted that the Supervisors would determine what the available resources should be.

Mr. Hawk suggested that the Mission Statement could read, “To meet and exceed the needs of a growing township in a cost efficient manner.” He noted that he liked the idea of a concise statement. Mr. Hornung suggested using a slogan, a short Vision Statement, but a longer Mission Statement. Mr. Wolfe noted that the vision should be what you want to be. If you meet your mission, then you have achieved your vision. Mr. Hawk noted that he got the idea for his mission statement from PinnacleHealth’s mission statement.

Mr. Seeds suggested that the Mission Statement could read, “Working to meets the needs of a growing township in a cost effective manner.”

Mr. Wolfe suggested that the Mission Statement could read, “To achieve our vision, Lower Paxton Township will work to meet and exceed the needs of a growing township in a cost efficient manner.” Mr. Hawk suggested that the slogan should read, “Good government for a great community.”

Mr. Wolfe noted that he would prepare a draft resolution with the proposed slogan, mission, and vision statements.

Goals and Objectives

Mr. Wolfe reviewed the 2005 Administrative Goals and Objectives.

- Goal 05-01: Develop Vision and Mission Statements for Lower Paxton Township.

The Board of Supervisors is currently working on this, but core value statements were not discussed

- Goal 05-02: Expand the Township's GIS capabilities and increase the use of GIS by employees.

Mr. Wolfe noted that the Township has a very useful database and has exceeded the ability of the employees to use it. He noted that all presentations at televised meetings must be in electronic format, and referenced to. He noted that the GIS information should be available from the main Board Room as well.

- Goal 05-03: Continue final design for the Linglestown Square Project.

Mr. Wolfe noted that Mr. Case of Arora and Associates, and Mr. Scott Tochtermann of Delta Development Corporation would be present at the workshop meeting to present an update on the project. He noted that Mr. Tochtermann would be asking for an extension to his contract which expires the end of May. He noted that the Board of Supervisors has authorized up to \$18,000, and Mr. Tochtermann has used \$10,000 to date. Mr. Seeds questioned if Mr. Wolfe was satisfied with Arora and Associates' work. Mr. Wolfe answered that he was, and explained that PENNDOT highly regulates the project. He noted that Mr. Case would provide a computerized simulation of the roundabouts. Mr. Wolfe noted that Mr. Case would explain the environmental delay caused by the Pennsylvania Historic and Museum Commission.

- Goal 05-04: Through the Public Safety Committee, provide for the update of the Fire Equipment Capital Plan.

Mr. Wolfe noted that the firemen would soon realize that it is time to start planning the purchase of additional fire equipment. He noted that it normally takes 18 months to 2 years to speck out the fire equipment. Mr. Hornung questioned if there were any needs in the Township. Mr. Wolfe noted that the fire companies have relatively new equipment. Mr. Seeds noted that the Paxtonia Fire Company is in desperate need of volunteer help. Mr. Wolfe noted that they have roughly 15 active members. Mr. Blain questioned if it would make sense to merge to two fire companies. Mr. Wolfe noted that the ultimate solution would be to merge all three fire companies into one Lower Paxton Township Fire Company. Mr. Wolfe noted that all three fire companies have outreach to the communities, to the schools, and Paxtonia Fire Company is very aggressive in its outreach to the schools. He noted that Paxtonia and Colonial Park Fire Companies have live-in programs where they allow the HACC students to live at the station as long as they assist on calls. Mr. Crissman suggested that it would be appropriate to advertise the needs for more volunteers in the next Township newsletter. Mr. Wolfe noted that he would be willing to do this if asked. Mr. Hornung noted that the Township newsletters used to highlight the volunteer fire fighters. Mr. Wolfe noted that he has not received new information from the fire fighters. He suggested that it would be good to have the three fire companies work more toward a cooperative effort. Mr. Hornung questioned if it would be good to assist the Paxtonia Fire Company by advertising for more memberships, or just let it go. Mr. Wolfe answered that Paxtonia Fire Company operates very well financially; they cooperate very well with their financial dealings with the Township. Mr. Wolfe noted that their membership numbers have been down since Mr. Shoemaker left. He noted that the past problems may have tainted residents opinion of the fire company. He noted that there were hard feelings regarding the manner in which

Mr. Shoemaker ran the fire company financially. Mr. Wolfe noted that Paxtonia has roughly three more years to pay on their loan to the Township.

- Goal 05-05: Implement Phase II improvements to the methane gas collection system at the closed landfill.

Mr. Wolfe explained that the Township is waiting for the Department of Environmental Protection concurrence on the Phase II improvements, estimated to cost \$175,000. He noted once the concurrence is received the project can go to bid, and it should be completed before the end of the year.

- Goal 05-06: Formally select a firm or firms to serve as Township Engineer.

Mr. Wolfe explained that a decision should be made in the near future regarding this issue. He noted that, currently, the Township uses the BL Group and Dauphin Engineering, in tandem, to review plans. He noted that BL Group is not performing satisfactorily, as they are tardy in reviewing plans and returning the comments to the Township in a timely fashion. In addition, Dauphin Engineering's dilemma is that Jeff Staub should not be a Township Engineer, and also have a post on the Zoning Hearing Board. He noted that this is in violation of the State Ethics Act. He noted that Mr. Staub must make a decision regarding this issue. Mr. Hawk noted that he represent numerous developers in the Township as well.

Mr. Wolfe questioned if the Township has severed their relationship with HRG. Mr. Blain noted that it was determined that there would be no discussions with HRG until the Wal-Mart issue was settled. Mr. Blain noted that Mr. Grubic has informed him that he would like to continue to work with the Township.

Mr. Seeds questioned if the Township should hire an engineer. Mr. Wolfe noted that he would prefer hiring a firm, due to the high volume of work.

Mr. Blain questioned if there were other firms that could be interviewed, such as Gannett-Fleming, HRG, CET, Dawood, and others. Mr. Blain questioned if HRG's work response time was satisfactory. Mr. Wolfe noted that their work product was acceptable. He noted that Mr. Snyder provided an excellent work product. He noted that he did not know how long it would take to resolve the Wal-Mart problem.

Mr. Crissman questioned if Mr. Wolfe would recommend a firm, or if the Township should issue a Request for Proposal (RFP). Mr. Wolfe noted that this could be done. Mr. Hornung noted that it would not be appropriate for HRG to respond to an RFP until the Wal-Mart issue is over.

Mr. Blain questioned how HRG billed the Township. Mr. Wolfe answered that HRG billed on an hourly basis, using a volume discount once the bill reached \$50,000 to \$100,000. Mr. Wolfe suggested that the Township should wait to see how the Wal-Mart issue goes before anything is done regarding the Township Engineer. Mr. Hornung suggested filtering work to other firms for the time being to review what type of product they would provide. He noted that it would provide the Township with experience using different firms, prior to making a decision. Mr. Blain suggested that the Township should provide some work to Dawood Engineers. Mr. Hornung noted that he would like to keep the competition alive for which engineering firm the Township would choose to provide services. He would not want the Township to become entrenched with a service provider who could become very expensive. Mr. Wolfe noted that this would not happen if the Township chooses to use other providers.

Mr. Crissman questioned if this goal could wait until the Wal-Mart issue was settled, or should it be acted on now. Mr. Wolfe answered that the decision would depend on the Wal-Mart options to be provided by Mr. Stine later in the meeting.

- Goal 05-07: Undertake a complete update to the Township's web site.

Mr. Wolfe noted that this is an ongoing staff project.

- Goal 05-08: Complete the revision of the nonuniformed employee personnel policy manual.

Mr. Wolfe noted that this has been a monstrous project that is coming to an end.

Finance Department Goals

- Goal 05-01: Implement the Sarbanes-Oxley Policy statement.
- Goal 05-02: Implementing the Emergency and Municipal Services Tax
- Goal 05-03; Become GASB-45 compliant for post retirement benefit cost accrual.

Mr. Blain questioned what was being done to come into compliance with GASB-45. Mr. Wolfe answered that he solicited a price to have an actuarial evaluation completed by the Capital Region Insurance Trust. Mr. Blain suggested that the Township needs to be prepared for a significant dollar amount.

- Goal 05-04: Monitor EIT receipts to provide for the accurate distribution of revenues
- Goal 05-05: Enhance monthly and quarterly financial reports.

Mr. Wolfe noted that the Township Tax Collector, Patsy Donmoyer, is very sick, and as a result, the funds were not coming in on-time. Ms. Speakman prepared a memo as a heads-up to the Board of Supervisors. He noted that there is a need for some sensitivity in this issue since it deals with an elected official. Mr. Blain explained that the Township would receive the funds, but the issue is how much of a delay there would be in receiving the payments. Mr. Wolfe noted that the efficiency of the operation is also questionable. He noted that Ms. Donmoyer has a 2% delinquency rate, and it would be bad if it increased.

Mr. Seeds questioned if Ms. Donmoyer could pick her successor if she was forced to retire. Mr. Hawk suggested that it would go to her estate, and she could pick her own

successor. Mr. Wolfe noted that he wanted the Board to be aware of this before it becomes an issue. He noted that the fire companies would notice a problem with their direct distribution. Mr. Seeds asked Mr. Stine if anything could be done. Mr. Stine answered that he would have to research the local tax collection law. He noted that the Township may have to file a mandamus action. Mr. Wolfe suggested that Mr. Stine should review the situation and provide information to the Board. Mr. Crissman suggested that a certified letter should be sent to Ms. Donmoyer regarding the financial issue.

Adjournment

Mr. Blain made a motion to adjourn the meeting. Mr. Seeds seconded the motion, and the motion carried unanimously.

There being no further business, the meeting adjourned at 7:07 p.m.

Respectfully submitted,

Maureen Heberle

Approved by,

Gary A. Crissman
Township Secretary